

Drafted: February 3, 2017

Approved:

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**JOB DESCRIPTION
DIRECTOR OF ACADEMIC PROGRAMS**

QUALIFICATIONS:

- Requires Supervisor/Director licensure in a Core Content
- Advanced degree preferred
- Minimum 5 years experience in an administrative role
- Demonstrated leadership skills

REPORTS TO:

Principal

RESPONSIBILITIES:

1. Oversee curriculum development within departments to ensure that all school academic curricula is aligned to the state frameworks; ensure that all curricula is mapped, regularly reviewed and updated as needed.
2. Supervise the following academic programs: English, History, Mathematics, Science, World Language, and Title I.
3. Oversee individual content area facilitators and ensure their facilitation of content meetings; ensure that agendas and meeting minutes are provided.
4. Develop and submit all academic program budgets to the Principal; approve the selection of instructional resources, ensure that materials and textbooks are reviewed on a regular basis, and process related purchase requisitions.
5. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
6. Ensure that instruction is implemented effectively through a system of assessing student learning and program outcomes through common assessments; lead data teams to develop these assessments, and coordinate their implementation.
7. Supervise academic program staff; develop annual goals for teaching and learning; oversee the development of goals for individual teachers; assist in the hiring of highly qualified teachers in designated academic programs.
8. In conjunction with other Directors, ensure that the instructional program relates closely to research-based practice; develop and recommend a plan for the integration of curricula

among academic, career and technical instruction, guidance, technology, and special services.

9. In collaboration with the Principal and other Directors, develop and implement a project-based learning model that integrates Career and Technical Education and Academics.
10. Assist the Cooperative Education Coordinator with the school-wide Portfolio initiative by ensuring that academic components are included in the students' Portfolios.
11. In collaboration with the Principal, coordinate the administration of MCAS Assessments, together with the Special Education Director, Special Education Coordinator, Guidance Director, and Technology Director.
12. Coordinate with the Special Education Director and/or the 504 Coordinator, depending upon referent student status, all MCAS Cohort Appeals to the Massachusetts Department of Elementary and Secondary Education.
13. Oversee the District's Advanced Placement academic program content in collaboration with the Guidance Director.
14. Direct and oversee the annual review of the academic portion of the Program of Studies to ensure that it is rigorous and meets the needs of all students; work in conjunction with departments to make any necessary changes to the academic programs.
15. Develop and implement a placement assessment for incoming grade 9 students; coordinate course recommendations and scheduling of students with technology; work with guidance regarding course sequence and pre-requisites; determine course sections and recommend teaching assignments for all academic program staff.
16. Collect and analyze performance data to evaluate the effectiveness of all instructional programs; present District performance results and plans for improvement to the Principal and Superintendent-Director.
17. In collaboration with the Principal and other Directors, oversee district-wide professional development programs; train and assist staff in becoming proficient in the District's model of inclusion in conjunction with the Special Education Director.
18. Stay current with educational developments and the literature in the field of education; attend professional organization meetings and conferences; collaborate with others in the field.
19. Participate in the orientation for new staff members in collaboration with the Principal, the Director of Human Resources, and the Mentoring and Induction Supervisor.
20. Maintain awareness of changing local, state and federal mandates affecting academic and technical programs.
21. Develop and administer area-specific grants in collaboration with the Grants Coordinator.
22. Perform such other tasks and assume such other responsibilities as the Principal or Superintendent-Director may assign.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve month position
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.